

**Meeting Minutes**  
**Department of the Interior Publishing Council**  
**March 23, 2006**  
**10:00 a.m. – Noon EST**

**Membership**

Bert Simon, Chair	USGS	
Mark Newcastle, Vice-Chair	FWS	
Gina Bowman-Johnson	MMS	
Lee Campbell	BLM	
Jim Chase	NBC	Not Present
Pat Corrigan	OS/PAM	Not Present
Curtis Foust	BIA	Not Present
Debra Melton	NPS	
Margaret Quick	OSM	Not Present
Barry Waryanka	BOR	
Vicki Romero, Recorder	BOR	

**Guests**

Alice Merrick	FedEx/Kinko's Representative
Chris Sweterlich	GPO
Brian Mano	GPO

**Copier Initiative**

Lee and Barry volunteered to do the needs assessment/data call on the copier issue. They will get together and set up a draft and format it and send out to all for review. Barry offered to also provide the statement of work being developed for his copy center to see if we could use any of the language.

Bert also suggested that consider forming a work group for this project. In conclusion, the group volunteers are Lee, Barry, Mark, Gina, and Bert. To keep the project moving, Bert would arrange a telecom with the group on April 19.

He said that Brian Mano from GPO will have additional information on the GPO Express and will also have Alice Merrick from Kinko's come in.

**GPOExpress**

Alice Merrick, the Washington area Kinko's account manager, gave the Council a presentation on GPOExpress. There are 1200 Kinko's locations worldwide and most are 24 hour operations. They have digitally converted across the country. They offer free proofs and free delivery within a 30 mile radius. Pricing is set, there is no surcharge. They are 70% lower than commercial prices and 14% lower than the GSA schedule.

Kinko's offer on-line ordering. Training is available at the GPO website. Relationship with GPO includes compliance in sending a copy of all materials to them for depository library interest to be determined by GPO.

Barry asked about the criteria determining what would go to the depository libraries. Alice said that everything goes. Bert said a circular letter came out stating what the FDLP is interested in. Chris indicated that SuDocs does not want to flood the libraries with unnecessary products.

Cost estimate includes one line estimator. If job is complicated, per Barry's question, then call a branch manager. Receipt shows line item detailed. Also has a free field, which can include requisition number and will transfer all throughout the job. Reporting on-line feature will be available in a couple of months. Transactions can be viewed HTML and download to Excel. They can store document, send, and print. They can do proof on-line and when approved the product goes directly to a production center.

They offer a catalog program, which includes folders. It costs \$1200.00 to set up and a fee of \$100 a month to maintain and can be used for print-on-demand. The program offers the lowest price. The card can be set with limits and be password protected. There are 80 major account managers and center managers involved with local operations.

Brian said names can be added by sending a memo with the names, or and e-mail, should include a dollar limit, no SF-1 is required, can be addressed to Brian. A new BAC request will require a SF-1. There are 900 DOI BACs.

Mark suggested giving out a "heads-up" policy and procedure to say that the program will rollout slowly. Brian said there is no fast implementation – most agencies are moving cautiously. Mark suggests that within 60 days we will have policy and procedures.

Mark expressed a desire to have the first page of the document printed and provided to the printing officer. Alice said digital copiers capture order document, a snapshot of front page is sent to depository and is in scanner and sent to GPO for program. Every thing is uploaded and it is kind of a deterrent that would guard against producing inappropriate documents. This record is kept for 30 days and then deleted. Customer will have to go to the store and a copy to the PO could be produced for us.

Brain had examples of report documents of some jobs, mainly from USGS. Documents show the BAC, the jacket number, agency number or requisition number and the bill amount. SF-1s for each GPOExpress BAC must be renewed annually.

Lee suggested GPOExpress Card could work same as using a purchase card, establish responsibility and controls.

**CFRs**

Barry said he has received phone calls from Marvin regarding the DOI mailroom's issue regarding supplies for mailing out the CFR's.

Lee explained the CFR issue to Chris and Brian. He also asked about the green books. Mark said these are done on the DI-14. These are run or done in-house by the Department Budget office – it goes through the plant twice a year. It is mandatory or mandated by them.

It was suggested that maybe performing this work via GPO would produce a lower cost to Interior. Mark said that is DOI issue and should not be a Council printing issue.

The meeting adjourned at the appointed time.